

# Year 1 JDAI Developmental Milestones and Tasks

The following checklist outlines general JDAI developmental milestones and related tasks normally achieved in the first year of detention reform by successful sites. The checklist is organized in a general chronological framework, but since each site is different, there will be differences in the sequence and timing of these developmental tasks. A variety of technical assistance is available to sites to support and ensure progress in the following areas:

## **Site immersion in JDAI:**

*Juvenile justice and related public system policy makers become familiar with and can articulate in the values, strategies and goals of detention reform.*

1. Develop overall stakeholder education and leadership
  - Convene leadership to assume responsibility for implementation of JDAI
  - Conduct a “kick-off” meeting
  - Attend model site visit(s)
  - Conduct local, regional, or state “JDAI 101” conference/training
  - Study publications and JDAI materials (*Pathways*, *DVD*, *JDAI Year One Starter Kit*)
  - Attend JDAI Inter-Site Conference

## **Initiative organization:**

*An administrative infrastructure is developed to support and direct the reform process.*

1. Develop and operationalize site governance structure
  - Ensure that the JDAI collaborative has appropriate stakeholders, authority and staff support
  - Identify and form topical work groups
  - Engage community (i.e., non-system) representatives
  - Establish contact expectations and communications plan with TA Team Leader
  - Designate a site coordinator
  - Define site coordinator’s roles and responsibilities
  - Orient new collaborative members as needed

**Collecting and analyzing data:**

*The JDAI collaborative develops the human resources and technical infrastructure needed to produce routine descriptive statistics on detention utilization and to assess the impact of various reform strategies.*

1. Identify and initiate IT changes needed to produce descriptive statistical reports
  - Catalog existing site data systems and capacities
  - Provide TA Team Leader with all available statistical reports for review
  - Provide TA Team Leader with data definitions and screens for review
  - Review and act upon any TA reports regarding data system actions needed to produce statistical reports
2. Conduct and participate in discussions and/or trainings on using data to drive detention reform
  - Review data reports from other sites
  - Conduct a "Using Data 101" training
3. Complete a baseline detention utilization study
  - Review data collection manuals
  - Conduct and complete the detention utilization study
    - Disaggregate data by race/ethnicity/gender
    - Include arrests by offense and referral source
  - Analyze study results
4. Begin data collection to meet reporting expectations
  - Prepare quarterly statistical reports that monitor fundamental indicators (e.g., admissions, ADP, ALOS) and racial disparities/disproportionate minority confinement (DMC)
  - Complete annual "Results Report" for AECF
  - Compile public safety indicators (e.g., pre-adjudication FTA & re-arrest rates)
5. Develop geographic profile of detention use.
6. Conduct data reviews
  - Develop distribution lists and schedule for dissemination of reports
  - Review and analyze data reports at Executive/Steering Committee meetings and work groups

**Site system assessment:**

*A thorough documentation and analysis of juvenile detention policies, programs and practices is conducted to inform system reform activities and guide the overall process.*

1. Facilitate assessment of detention policies, programs and practices by TA Team
  - Schedule stakeholder interviews
  - Assemble and make available existing data as identified by the TA Team Leader
  - Assist TA Team in conducting system assessment
  - Be intentional in conducting the system assessment through a racial/ethnic/gender lens
  - Convene stakeholders to review and reflect upon the written assessment produced by the TA Team Leader

**Site work plan development:**

*A comprehensive work plan that addresses Phase One reform activities (and other activities deemed appropriate) is developed by the site.*

1. Develop initial work plan
  - Modify work plan as informed by site assessment, detention utilization study, and other data
  - Ensure that plan includes objectives to reduce racial/ethnic disparities (DMC)
  - Develop work plans for work groups
  - Monitor progress of work plans quarterly
  - Develop accountability measures

**Targeted reform activities:**

*The JDAI collaborative develops and designs changes to policy, practice and programming consistent with JDAI's 8 core reform strategies. In Phase One, sites develop a juvenile detention risk assessment instrument (RAI) to ensure fairness, effectiveness and objectivity in the detention screening process. Sites also develop the capacity to conduct a self-inspection of the juvenile detention facility. Sites may also address "low-hanging fruit" identified through system assessment, utilization study or workgroup reports.*

1. Risk assessment instrument (RAI) development
  - Undergo training on RAI design, testing & implementation
  - Study relevant tools and materials provided by TA Team Leader
  - Initiate development or modification of the RAI
  - Test RAI for racial/ethnic/gender biases or unintended consequences
  - Pilot the new/modified RAI
  - Begin data collection and reporting on RAI
2. Conditions of confinement self-inspection process
  - Convene an inspection team which includes diverse system & community representatives
  - Study relevant tools and materials provided by TA Team Leader
  - Plan and participate in self-inspection training
  - Conduct self inspection
  - Produce report on findings of the self inspection
  - Convene stakeholders to review self-inspection report and determine next steps
3. Address "low-hanging fruit"
  - Identify areas of policy, practice or programming that stakeholders believe can be readily changed to produce improved results
  - Review what other sites have done to improve specific problem areas identified
  - Produce recommendations for change from relevant workgroups
  - Implement reforms as circumstances permit